

SPECIAL PROJECTS MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Special Projects Manager exists is to handle the budget preparation and coordination for Community Services Administration, oversee the cultural council contract, emergency plan updates, strategic planning, technology team coordination, yearly reports, marketing /sponsorship activities, and departmental policies and issues for the Community Services Department. This classification is not supervisory. Work is performed under general supervision by the General Manager – Community Services.

ESSENTIAL FUNCTIONS

Performs a variety of difficult administrative and/or research work for the Community Services Department. Independently studies, develops, analyzes and re-engineers management systems, policies and procedures. Performs statistical analysis, studies special administrative problems, and recommends specific course of action. Compiles and produces quarterly, annual and other reports for statistical and informational purposes.

Oversees the department-wide marketing and sponsorship program.

Acts as liaison between other City departments and Community Services Department staff.

Writes, revises, manages and monitors contracts utilized by the department, including the Boys and Girls Club at Scottsdale Ranch Park and Scottsdale Jaycees Clubhouse contracts and lease agreements. Administers the Scottsdale Cultural Council Master Agreement. Manages the City's Fine Arts Trust as it relates to the City/Cultural Council Public Art Program. Develops, negotiates and coordinates lease/operational agreements. Prepares Intergovernmental Agreements (IGAs), grants and award applications.

Makes presentations to Commissions and City Council, as needed, related to contracts, funding and cultural projects.

Coordinates preparation, monitors expenses and assists in the development of the department's budget, serves as budget liaison for the department; and assists the GM in budget presentation development for City Council.

Participates on Citywide teams to coordinate with various groups to organize and facilitate major community special events. Prepares and monitors the Event Subsidy budget, manages the Event Subsidy Program and produces a quarterly Special Events newsletter sent to the interested public.

Researches and responds to inquiries/complaints from the public.

Participates on City-wide Process Re-engineering Teams and Quality Teams to lend expertise and creativity.

Prepares and updates departmental emergency plans.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Of technology and proficiency in using various software.
Principles and practices of public administration and government organizations
Budget process, preparation and monitoring
Research techniques
Contract administration principles and practices.

Ability to:

Work independently
Contribute effectively to meeting performance goals and plans.
Collect and analyze data
Make effective recommendations
Prepare quality statistical detailed reports, agreements, grants, management studies, cost analysis and impact studies.
Assist in preparing, administering and analyzing community services administration budget.
Prepare quality recommendations and reports
Communicate effectively verbally and/or in writing
Establish and maintain effective working relationships with City officials, co-workers, other professionals, Commissioners, City Council members and the general public.
Make effective presentations to various groups
Develop and coordinates policies, practices and procedures
Represent the City on various committees and in a variety of meetings
Proficiently operate a personal computer and related software
Maintain regular consistent attendance and punctuality.

Education & Experience

Requires a Bachelor's degree in Business Administration, Public Administration or a related field and a minimum of five years professional level project management experience in related community services areas. Master's degree in Public Administration is highly desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified